MARYLAND SOYBEAN BOARD

Research Guidelines
And
Funding Policy

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Timeline

September 1	Pre-proposal request sent out
October 15	Pre-proposals due back from researchers
3rd week of October	Pre-proposals to Research Committee
4th week of October	Conference call with Research Committee to discuss pre-proposals and decide which projects to request full proposals for
1st week of November	Letter to researchers to submit full proposals
December 15	Full proposals due back to office
January	Proposals to USB, Committee & Board
February	Report & Funding Meeting
March	Letter to researchers announcing whether funding was approved or not. If funded, Research Agreements are mailed with letter of funding

Pre-proposals

The Maryland Soybean Board during the first week of September sends out Request for Pre-Proposals. A Pre-Proposal Application Form (Attachment A) is mailed to current researchers and Department Heads of Maryland's Universities. Applicants MUST use the Pre-Proposal Application Form to submit research ideas. No other method is accepted. Researchers must NOT attach additional pages. They are required to keep the description of their research idea to 2-3 sentences. This allows the Research Committee to review the research concepts and determine whether those concepts are areas that they would consider funding and eliminates the time for the researcher in preparing a full proposal. Please note that just because the Committee requests a full proposal does not guarantee that the project will be funded.

Priority List

Included in the pre-proposal request is a Priority List of research that the Board feels should be addressed. However, those submitting requests are not limited to this list and are encouraged to submit proposals which will have the greatest impact on soybean farming in Maryland.

Grant Application

Grant Application – Upon a decision by the Research Committee to request a full proposal, a letter stating such plus a Grant Application Form (Attachment B) is mailed to the researcher. The Grant Application can also be found on our website – mdsoy.com. The Maryland Soybean requests that this form be used in submitting a full proposal so that all proposals are uniform. Proposals will be more effective if written in clear, crisp language that gives a complete description of what research is to be done. Number of pages is not restricted, but investigators should keep in mind that there is a limit to what most people will read.

GRANT APPLICATION TITLE PAGE:

1. Name and Address of organization (legal name) to which award should be made
2. Title of Proposal
3. List of Principal Investigators
4. Business Address of Principal Investigator
5. Phone number where Principal Investigator can be reached and email address
6. Proposed Project Dates – should also state here if project is multi-year and what year this project is in. (Example -year 2 of a 3 year project)
7. Measurable objectives of the proposed research. Objectives need to show the project focus and not be 'shotgun' objectives. They should be achievable within the time frame proposed in the project.
8. Signatures of the investigators and authorized representatives are required on the Title Page. When time is an issue, proposals can be submitted without authorized signatures, BUT signed copies must follow before checks are issued.

TEXT WRITTEN BY THE INVESTIGATORS:

1. A clear, concise justification for the work showing the importance of the proposal to soybean profitability.
2. A brief review showing how the study compliments previous research in the area or showing that no previous research has been done in an area. Reference key research publications.
3. A detailed research approach with procedures to be used to accomplish the objectives.
4. Brief (1 page) information about the qualifications of the persons who will perform the work and what each is responsible for relative to the objectives and the approach.

PROPOSAL BUDGET PAGE:

A line item budget is required. Please see Attachment C for the details of the Board's funding policy. Attach supporting data for all items exceeding $15,000. Additional budget detail is always helpful if the line item does not exceed $15,000. Authorized signatures on the budget page are required by the Principal Investigator and the Authorized Representative.

CURRENT AND PENDING SUPPORT:

This is self-explanatory. The information helps the Board determine the level of commitment to the research area and gives evidence of the size of the researcher's research programs.

Grant Awards

NOTIFICATION OF AWARDS – Following approval of funding recommendations from the Research Committee by the full Board, (usually in March) a letter is sent to the researcher stating whether the research proposal is funded or not.

GRANT AWARD AGREEMENT AND PAYMENT – If a proposal is funded, 2 copies of the Maryland Soybean Board Research Agreement is included with the funding notification letter. Payments will be made as follows: 50% of project funding upon receipt of a fully executed Research Agreement, 30% upon receipt of a progress/interim report which is requested in August and 20% upon receipt of an annual report. (received in February at the Research Report and Funding Meeting.

Reporting Requirements

REPORTING – A Progress Report is due in August/September. This report should be a one – two paragraph report detailing when the project was started, what the status of the project is at this time and any obstacles that the researcher has encountered in the first months of the research project. In February, the Research Committee holds their Annual Research Report and Funding Meeting. Researchers are requested to attend the first part of this meeting to give oral reports on their research. They also can prepare and hand out written reports. In order to

receive the final payment on their research, the researcher is required to either attend the Annual Research Meeting or submit a written report if they are unable to attend. All researchers are required to fill out an abstract report – a 3 – 6 paragraph summary of their results for the year – and sign the abstract giving the Maryland Soybean Board permission to use the information in their publications and/or news releases. (Attachment D)

ADJUSTMENT DURING THE YEAR IN BUDGET LINE ITEMS – Researchers can request to relocate funding amounts within their approved budgets by submitting a letter detailing what line items they wish to change. The same can be done if a researcher needs an extension on the project dates. Following approval from the Committee, an Amendment to the Funding Agreement (Attachment E) is executed. Upon receipt of all authorized signatures, a copy is mailed to the University Grant Office.

Please note that the Board can fund multi-year projects. However, multi-year projects will be reviewed every year for further funding. The current Board cannot obligate a future Board for any projects and/or amounts.

Attachment A

PRE-PROPOSAL APPLICATION FORM

NAME OF PRINCIPAL INVESTIGATOR	PHONE NUMBER
CONTACT ADDRESS	EMAIL ADDRESS

PRE-PROPOSAL MAIN CONCEPT OR TITLE

IN 2-3 SENTENCES **ONLY** GIVE US AN IDEA OF WHAT YOU HOPE TO ACCOMPLISH WITH THIS RESEARCH.

SUBMITTED BY

DATE

1. NAME AND ADDRESS OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE	
2. TITLE OF PROPOSAL	
3. PRINCIPAL INVESTIGATOR(S) a. PI #1 Name	4. PI #1 BUSINESS ADDRESS
b. PI #2 Name	
c. PI #3 Name	
6. PERIOD OF PROPOSED PROJECT DATES	5. PI #1 PHONE NUMBER

7. RESEARCH OBJECTIVES *(List concise statement of objectives to be accomplished by research grants)*

SIGNATURE OF PRINCIPAL INVESTIGATOR(S)		DATE
SIGNATURE OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE	TITLE	DATE
ADDRESS OF AUTHORIZED REPRESENTATIVE	PHONE NUMBER	

Soybean Checkoff Research Funding
PROPOSAL BUDGET

ORGANIZATION AND ADDRESS			

PRINCIPAL INVESTIGATOR(S)/PROJECT DIRECTOR(S)	Funds requested for		Institutional Investment
	Year 1	Year 2	
A. Salaries and Wages			
1. Co-principal Investigator(s)	$	$	$
2. Senior Associates			
3. Research Associates - Post doctorate			
4. Other Professionals			
5. Graduate Students			
6. Prebaccalaureate Students			
7. Secretarial - Clerical			
8. Technical, Shop, and Other			
B. Fringe Benefits			
C. Nonexpendable Equipment *(Attach supporting data. List items and dollar amounts for **each** item.)*			
D. Materials and Supplies			
E. Travel			
F. Publication Costs			
G. Computer Costs			
H. All Other Direct Costs *(Attach supporting data. List items and dollar amounts.)*			
I. Indirect Costs	-0-	-0-	
J. TOTAL AMOUNT OF THIS REQUEST			

NAME AND TITLE *(type or print)*	SIGNATURE	DATE
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		
AUTHORIZED ORGANIZATIONAL REPRESENTATIVE		

Soybean Checkoff Research Funding
CURRENT AND PENDING SUPPORT

INSTRUCTIONS:

1. Record information for active and pending projects. (Concurrent submission of a proposal to other organizations will **not** prejudice its review.)
2. All current research to which principal investigator(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
3. Provide analogous information for all proposed research which is being considered by, or which will be submitted in the near future to, other possible sponsors.

NAME (List PI #1 first)	SUPPORTING AGENCY AND PROJECT NUMBER	TOTAL $ AMOUNT	EFFECTIVE AND EXPIRATION DATES	% OF TIME COMMITTED	TITLE OF PROJECT
	Current				
	Pending				

Attachment C

Proposal Budget Requirements

SALARIES AND WAGES

The Board can fund Salary/Wages/Benefits for the following:

1. Principal Investigator – if no other funding is provided. This funding is done on a case-by-case basis.

2. Co-Principal Investigator Salary

3. Senior Associates

4. Research Associates

5. Other Professionals – A list of those Other Professionals is required along with the title of their position.

6. Graduate Students

7. Pre-baccalaureate Students

8. Secretarial/Clerical –

9. Technical, Shop and Other – A description of the position should be attached to the Research Proposal.

   PLEASE NOTE: The researcher must be able to verify that the Maryland Soybean Board is funding the appropriate percentage of the salary as it pertains to the individual project.

FRINGE BENEFITS

The Board will pay up to 30% of the fringe benefits.

The Board must be sure that the amount charged under Fringe Benefits is in direct proportion to the amount of time spent on soy research.

NON-EXPENDABLE EQUIPMENT

Attach supporting data. The Board will fund non-expendable equipment up to $2,000.List items and dollar amounts for each item.

MATERIALS AND SUPPLIES

The researcher is required to attach a detailed list of the materials and supplies that they request funding for.

TRAVEL

The researcher must provide an explanation of what travel is involved and to where. Upon request of the Board, the researcher must provide proper documentation of the mileage and destination. Mileage will be reimbursed at the IRS rate for the project year of the research.

PUBLICATION COSTS

The Board requires detail of what is being published and how it is being utilized. The Board also requires how many copies are being made and detailed receipts of actual publication costs.

ALL OTHER DIRECT COSTS

The Board requires that supporting documentation listing items and dollars amounts be provided.

INDIRECT COSTS

The Board does NOT fund indirect costs.

OVERHEAD

The Board does NOT fund overhead charges.

Attachment D

Title of Project:

I hereby grant permission for the Maryland Soybean Board to use the above summary as deemed necessary.

_____

Attachment E

AMENDMENT TO THE RESEARCH FUNDING AGREEMENT
BETWEEN
MARYLAND SOYBEAN BOARD
AND
UNIVERSITY OF MARYLAND

I. Purpose

The Funding Agreement between the Maryland Soybean Board and the University of Maryland made on ___ day of _____, sets forth the Agreement of the parties under which the Maryland Soybean Board has agreed to provide funding to the research project, _____ The purpose of this Amendment is to amend certain provisions of that Agreement.

II. Amendment to the Agreement

The provisions of the Agreement shall remain in force during the term of the Agreement, with the following modifications:

1.

III. Approval

The Maryland Soybean Board and the University of Maryland agree that this Amendment shall become effective only upon approval of the Amendment by both parties.

APPROVED:

MARYLAND SOYBEAN BOARD	UNIVERSITY OF MARYLAND
_____	_____
Title _____	Title _____
Date _____	Date _____